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F. Ortigas Jr. Road, Ortigas Center,  
Pasig City, Philippines 1605

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**CIRCULAR 03-2016**  
27 October 2016

**TO : Heads of Departments, Bureaus, Offices and Agencies of the National Government, including State Universities and Colleges, Government Owned and/or Controlled Corporations, Government Financial Institutions, and Local Government Units**

**SUBJECT : Delayed Implementation of the Mandatory Submission of PhilGEPS Certificate of Registration and Membership in Competitive Bidding**

**1.0 Purpose**

This Circular is being issued to inform all procuring entities about the delayed implementation of mandatory submission of PhilGEPS Certificate of Registration and Membership in Competitive Bidding under the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

**2.0 Coverage**

All Departments, Bureaus, Offices and Agencies of the National Government, including State Universities and Colleges, Government-Owned and/or Controlled Corporations, Government Financial Institutions, and Local Government Units.

**3.0 PhilGEPS Certificate of Registration and Membership**

3.1 Pursuant to Section 8.5.2 of the 2016 Revised IRR of RA 9184, all bidders shall upload and maintain in PhilGEPS a current and updated file of the following Class "A" eligibility documents under Sections 23.1(a) and 24.1(a) of the same IRR:

- a. Registration Certificate;
- b. Mayor's/Business Permit or its Equivalent Document;
- c. Tax Clearance;
- d. Philippine Contractors Accreditation Board (PCAB) license and registration; and
- e. Audited Financial Statements.

*To: DSSS  
For your appropriate  
action please find please  
[Signature]*

DepEd Region IV-A  
PC Unit  
7619  
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For Foreign Bidders, the foregoing documents may be substituted by the appropriate equivalent documents in English, if any, issued by the country of the bidder concerned. Otherwise, it must be accompanied by a translation of the documents in English issued by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines.

These documents shall be accompanied by a Sworn Statement in a form prescribed by the GPPB stating that the documents submitted are complete and authentic copies of the original, and all statements and information provided therein are true and correct. Upon receipt of the said documents, the PhilGEPS shall process the same in accordance with the guidelines on the Government of the Philippines – Official Merchants Registry (GoP-OMR).

- 3.2 In lieu of the Class "A" eligibility documents uploaded and maintained current and updated in the PhilGEPS, bidders are required to submit their PhilGEPS Certificate of Registration (Platinum Membership) during bid submission, in the case of procurement of goods and infrastructure projects, or during eligibility check, in the case of procurement of consulting services, in accordance with Section 25.2(a)(i) and (b)(i), and Section 24.4.3, respectively.
- 3.3 Pursuant to Sections 77 and 78 of the 2016 Revised IRR of RA 9184, the foregoing provisions, among others, shall be effective starting 28 October 2016, which means that for all procurement activities advertised and/or posted starting 28 October 2016, procuring entities shall only accept PhilGEPS Certificate of Registration of Membership during eligibility check or bid submission, as the case may be, in lieu of the Class "A" Documents required to uploaded and maintained current and updated in the PhilGEPS pursuant to Section 8.5.2 of the 2016 Revised IRR of RA 9184.

#### **4.0 Delayed Implementation of Mandatory Submission of PhilGEPS Certificate of Registration and Membership**

- 4.1 To give ample time to all prospective bidders to register with PhilGEPS under the Platinum Membership category and provide a transitory period to all procuring entities, the Government Procurement Policy Board, during its 11<sup>th</sup> Regular Meeting held on 27 October 2016, resolved to approved the delayed implementation of mandatory submission of PhilGEPS Certificate of Registration and Membership in Competitive Bidding under the 2016 Revised IRR of RA 9184, thus:
  - 4.1.1 From 28 October 2016 until 30 April 2017, bidders may still submit their Class "A" Eligibility Documents required to be uploaded and maintained current and updated in the PhilGEPS

pursuant to Section 8.5.2 of the same IRR, or if already registered in the PhilGEPS under Platinum category, their Certificate of Registration and Membership in lieu of their uploaded file of Class "A" Documents. In the former, the Certificate of PhilGEPS Registration (Blue Membership) will remain as a post-qualification requirement in accordance with Section 34.2 of the 2009 Revised IRR of RA 9184.

- 4.1.2 Starting 1 May 2017, bidders will be required to submit their PhilGEPS Certificate of Registration of Membership under Platinum category during eligibility check or bid submission, as the case may, in lieu of their Class "A" Documents uploaded and maintained current and updated in the PhilGEPS pursuant to Section 8.5.2 of the 2016 Revised IRR of RA 9184.

**5.0** This Circular shall take effect immediately.

**6.0** For guidance and compliance.

**(SGD)**  
**BENJAMIN E. DIOKNO**  
*Chairperson*